

DUTY STATEMENT

Class Title: Research Scientist Manager	Position Number: 804-493-5662-XXX
Unit:	
Section:	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under broad administrative direction, the Research Scientist Manager (RSM) is responsible for the management of the HIV/AIDS Epidemiology Branch, composed of over 50 scientific and nonscientific staff. As Chief of the HIV/AIDS Epidemiology Branch, the RSM directs complex, innovative, and highly coordinated intramural and extramural HIV/AIDS research programs involving multiple disciplines, and supervises the activities of staff (e.g., Research Manager I and II, Research Scientist Supervisor II, Research Scientist I and II, Research Program Specialist II, Research Analyst I and II, and research and epidemiology contract staff).

Supervision Received: Broad direction from the Chief, Office of AIDS.

Supervision Exercised: Supervises 4 Section Chiefs and various research personnel.

Description of Duties: The RSM conceives, proposes, plans, organizes and directs difficult and complex original scientific research studies. The RSM advises departmental staff, legislative bodies, governmental entities, commissions and agencies on findings related to HIV/AIDS surveillance epidemiology, and comprehensive research and evaluation activities for HIV prevention programs; participates in the development of public health policy; provides consultation to department management and others as requested; provides administrative guidance and leadership in planning, organizing, and directing complex HIV/AIDS research studies that are highly sensitive and have public policy impact; and directs the publication or presentation of HIV/AIDS research or investigations conducted statewide. The research programs conducted by the HIV/AIDS Epidemiology Branch have state and national significance and are critical to public health. The results of these research programs are used in HIV/AIDS education, prevention, care and treatment programs. The RSM is the lead expert on HIV/AIDS-related prevention, behavioral and epidemiologic research, and consults with state and national public health personnel and major university, state and national research personnel to advance knowledge of the HIV/AIDS epidemic.

Percent of Time Essential Functions

50%	Provides management guidance and leadership in planning and directing HIV/AIDS research studies that have statewide and national significance. Manages a large group of scientific and nonscientific staff, composed of supervisors, professional state and/or contract employees. Independently and in consultation with other OA and departmental staff, local health departments, federal agencies and, when appropriate, other countries, conceives, proposes, plans, organizes and directs difficult and complex original scientific research studies and public health investigations. Directs the design of each component of HIV/AIDS prevention, behavioral and epidemiological research programs, and organizes long-term research projects to advance knowledge of the HIV/AIDS epidemic.
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- 20% Independently, and in consultation with OA and other departmental staff, local health departments, and other interested parties such as the University wide AIDS Research Program (UARP), the Health Resources and Services Administration, and the Centers for Disease Control and Prevention (CDC), administers major and difficult HIV/AIDS research programs. Manages the Branch budget and assures compliance with state and federal policies. Oversees and coordinates extramural HIV/AIDS research activities established through awarded external grants or OA funds that complement intramural activities. The RSM develops complex research strategies to assess the current status of the HIV/AIDS epidemic and to project future HIV/AIDS trends. Guides the planning and implementation of scientific research. Provides expert consultation on research design, procedures and analyses to complete tasks.
- 10% Oversees the analysis of data from HIV/AIDS surveillance, HIV serosurveys, behavioral surveys, HIV prevention research, and other HIV/AIDS-related sources. Directs the interpretation of research findings for use in public health policy development by upper management. Directs scientific staff in the writing of reports and the publication of scientific research or public health investigations conducted on a statewide, nationwide or international basis. Edits and submits scientific publications on the results of research to peer-reviewed journals. Presents research findings to and interpret data for appropriate individuals and groups in meetings and national and international conferences.
- 10% Reviews pertinent HIV/AIDS research literature. Maintains a current knowledge of HIV/AIDS related research information. Makes recommendations as appropriate to department and OA management. Ascertains that data from the HIV Non-Name Reporting system are collected and analyzed in a method that assists public health programs for HIV. Participates in internal and external evaluation activities of the HIV reporting system. Reports the results of the evaluation findings and presents data to the department and the legislature.

Percent of Time Marginal Functions

- 10% Collaborates and consults with experts from the CDC, California HIV Planning Group, the UARP, the California Conference of Local Health Officers, legislative bodies, governmental agencies and other interested parties to ensure the adequacy of HIV/AIDS prevention, behavioral and epidemiological research programs. Provides technical consultation to entities within the OA, the department, and other state agencies on HIV/AIDS epidemiology, HIV prevention outcome research, and related scientific information. Represents the Branch at external meetings.

Employee's signature	Date	Supervisor's signature	Date